SUPERIOR COURT OF CALI	FORNIA COUNTY OF
Date Submitted	Contact Name and Phone
INSTRUCTIONS FOR CO	MPLETING ACTION PLAN TEMPLATE

- 1. **Description of Need:** In narrative form, please describe the need that the Action Plan is intended to address. Include here information such as caseload data, survey results, languages spoken, and any other information that documents the scope of the need of self-represented litigants in your county.
- 2. **Program Areas:** Describe here each program area that you intend to be a part of your overall Action Plan to assist self-represented litigants. For example, program areas in your plan might include Technology, Self-Help Center, Language Issues, Unbundling of Legal Services, Written Information (forms/instructions, brochures), Signage, Public Education (clinics/training), etc.
- 3. Program Action Plans:
 - a. <u>Program Title and Description</u>: Describe an individual Program (from those identified in No. 2 above) including groups to be served, types of services to be offered, location of service delivery.
 - b. <u>Program Partners</u>: Describe here the types of collaborators who have or will partner with developing and implementing your Action Plan.
 - c. **Program Plan:** Identify tasks, deadlines, and persons responsible for implementing the Program.

Task	Deadline	Person/Org Responsible

(Add additional rows as needed.)

- d. <u>Existing Resources</u>: Describe here the existing resources, e.g., staff time, money, and other resources that will be contributed to the program by the Court or any collaborative partner in the program. Be as specific as possible regarding the dollar value for these resources.
- e. <u>Additional Resources Needed</u>: Describe here additional resources needed to complete the Program as described above. State the resources needs in terms of dollar amounts for specific types of resources needed, i.e., equipment, construction, staffing, printing, translation services, etc.
- f. <u>Evaluation</u>: Describe here the criteria for evaluating program effectiveness and the persons responsible for ongoing evaluation part of the Program.

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4.	State Support: Describe here the kinds of services, resources, programs or other assistance from the State that would be helpful to your Court in implementing your Action Plan to Assist Self-Represented Litigants.	
5.	Unique Approaches: Describe here, if known, any unique approaches used in developing your Action Plan or that will be used in the implementation phase. In other words, identify how your Court is acting as a leader and an innovator in assisting self-represented litigants.	
6.	Sustaining the Action Plan. Describe here the steps that will be taken to ensure that the program becomes self-sustaining so that it survives and thrives through changes in court leadership.	
7.	Other Comments: Include here any other comments regarding the development and implementation of your Action Plan or other issues related to self-represented litigant that you would like the State Task Force to consider in developing the statewide Action Plan and advocating for resources.	

ATTACH ADDITIONAL PAGES AS NEEDED TO PRESENT YOUR ENTIRE ACTION PLAN